

October 21, 2005

**To:** Refugee Service Agency Director

**From:** Susan G. Levy, Chief  
Immigrant Integration Section

**Re:** **CY 2006 Refugee Services Action Plan Guidelines and Instructions**

In order to provide refugee services and continue to receive funding in CY 2006, I invite you to submit a Refugee Action Plan outlining your agency's strategies. The Action Plan must include all required attachments, and must be received in our office by **November 30, 2005**.

As a result of a significant number of new Hmong refugee arrivals and smaller numbers of refugees from many different countries and cultures, we face significant challenges in providing innovative, culturally competent, and cost effective services to a wide, diverse demographic.

Our limited funding for refugee programs is largely contingent upon the number of recent refugee arrivals. In order to accomplish our objectives, refugee service providers must continue to identify new methods and leverage and partner with other community resources to successfully meet the needs of our varied refugee population.

In many communities, the majority of those needing services are United States citizens no longer eligible for refugee services, so the agencies must ensure that clients have access to services funded from mainstream sources.

In response to the changing caseload dynamic and as a result of our efforts to partner with agencies at the state level, there are a number of significant changes to the refugee program in 2006:

- (1) Social Services and Targeted Assistance employment and training program allocations and reporting will be combined in 2006, eliminating the need for separate quarterly reports. In addition, as described in Social Services, Section III, the Office of Refugee Resettlement has granted a waiver for the Social Services program to serve all refugees (not U.S. citizens) regardless of the date of entry. Agencies must continue to verify and record applicable refugee status and date of entry into the U.S. in the case files and on the quarterly reports. The Unanticipated Arrivals grant for employment for the time period 8/04-12/05 will not be continued due to lack of federal funds.
- (2) Refugee domestic violence programs are being shifted from DWD program implementation to the Department of Health and Family Services, which enables the program to leverage similar programs and provide more services to a larger caseload. Therefore, the only funding from our Department of domestic violence services will be for the piloting of batterer's treatment programs. The

two agencies that will pilot a batterer's treatment program should refer to section V.C. for more information.

- (3) Agencies have critical decisions to make on how to best employ the remaining Targeted Assistance funding. Agencies with a Targeted Assistance allocation can choose to operate either a youth or mental health program, or both. One of the more successful aspects of our program is that agencies have the discretion to choose to operate one or both programs.
- (4) Local cost share is a continued requirement for agencies that will operate programs with Targeted Assistance funding (youth or mental health). Agencies must identify an amount equal to at least a 50% of the Targeted Assistance funding allocation as local cost-share (cash or in-kind, federal, state, or local) which supports their projects and will enable the programs to serve the former refugee population that has gained U.S. citizenship.
- (5) Agencies that operate a refugee Orientation program are not required to resubmit their plans as part of the 2006 refugee action plan, unless the agency plans to change their Orientation program. However, we have included a form for the Orientation Workshop Schedule now that agencies are further into their planning and delivery of this component and may want to update or revise their plan. See section IV, for more information and how to include Orientation program funding in the agency budget.
- (6) Providers must also continue to improve their staff's case management skills in order to provide timely follow up and identify supportive services that will help refugees achieve their goals after immediate employment is secured.

Electronic versions of required planning forms are available on our website:  
<http://www.dwd.state.wi.us/dws/programs/refugees/>

We strongly encourage all agencies to submit their plans via e-mail by the due date indicated. Copies of Wisconsin statutes concerning confidentiality of client information are included. Please share this with all staff and remind them that all refugee program client information may only be used for program purposes and may only be released with the consent of the client.

The Immigrant Integration Section looks forward to receiving your plan. Please contact your Contract Monitor if you have any questions.

Enclosure:  
2006 Wisconsin Refugee Agency Action Plan Guidelines

Attachments:

Attachment 1--CY 2006 Funding Allocation Chart ([MS Excel](#))  
Attachment 2--Estimated Refugee Population by County  
Attachment 3--Projected Refugee Arrivals  
Attachment 4--Target Populations, Allowable Services and Expected Outcomes

- Attachment 5--Refugee Service Provider Roles and Responsibilities
- Attachment 6--Projected Social Services Employment & Training Goals for CY 2006
- Attachment 7--Summary of Costs/Number Served under Social Services (Employment and Training)
- Attachment 8--Projected Orientation Program Workshops for CY 2006
- Attachment 9--Projected Youth Program Services for 2006
- Attachment 10--Projected Youth Outcomes for CY 2006
- Attachment 11--Projected Mental Health Services for CY 2006
- Attachment 12--Projected Older Refugee Program Goals for CY 2006
- Attachment 13--Projected Goals for Preventive Health for CY 2006
- Attachment 14-- Programs in Chapter 49 Wisconsin Statutes
- Attachment 15--Local Refugee Agency Budget Form for CY 2006 ([MS Excel](#))

State of Wisconsin  
Department of Workforce Development  
Bureau of Migrant, Refugee and Labor Services

**CY 2006 REFUGEE SERVICE ACTION PLAN INSTRUCTIONS**

Agencies should describe program operations that are based on CY 2006 funding allocated to your agency as detailed in **Attachment 1**, and any other funds available for refugee services;

Submit only one plan for one or more projects, regardless of the number of projects for which you receive funds. The plan must contain the following sections:

- I. Target Populations and Appropriate Staffing
- II. Program Design, Approach and Timetable
- III. Program Outcomes
- IV. Budget

Also, please remember that all agencies are required to submit timely Performance Reports for all programs. Contracts for CY 2006 will not be issued until agencies have satisfactorily completed required program reports.

Your Action Plan must include a program narrative and the applicable program support attachments. Agencies that will receive multiple project funds must complete all the information required specific to the project that is outlined in each program section. Forward your CY 2006 Action Plan and the appropriate attachment(s) to:

Joy Schmitt  
Immigrant Integration Section  
201 E. Washington Ave., Room G100  
P.O. Box 7972  
Madison, WI 53707-7972 or via email to [joy.schmitt@dwd.state.wi.us](mailto:joy.schmitt@dwd.state.wi.us)

Your plan must be received in our office by **Wednesday November 30, 2005.**

## I. TARGET POPULATIONS AND APPROPRIATE STAFFING

The population eligible for our services is defined in 45 CFR 400.43, those eligible for refugee services include refugees, asylees, Cuban and Haitian entrants, certain Amerasians from Viet Nam who are admitted to the U.S. as immigrants, certain Amerasians from Viet Nam who are U.S. citizens, and victims of a severe form of trafficking who receive certification or eligibility letters from the Office of Refugee Resettlement. The term “refugee”, used in this document for convenience, is intended to encompass such additional persons who are eligible to participate in refugee program services.

**Attachment 2** to this guideline includes recent refugee arrivals population chart and **Attachment 3** projects future arrivals. **Attachment 4** of this guideline identifies eligible/targeted populations for each funding source. Services must be provided to all clients eligible for services under the Refugee Act.

- A. In this section of your Plan, describe the refugee populations in your community and the target populations to be served by your individual project(s). For agencies receiving funding for multiple projects, a Target Population description must be tailored to each project. The target population description must also include language and age characteristics. Identify the source(s) of this demographic data. Agencies are reminded that they must provide bilingual services to all eligible populations, regardless of the language spoken by the client.
- B. Describe action steps for the recruitment and selection of these eligible clients to be served. Please be **sure** that all project funds and all target populations are included in your plan.
- C. Each agency must provide for appropriate bilingual access for the populations it in its service area. ALL bilingual staff and contracted interpreters must be trained as qualified interpreters. If your bilingual staff has not received specific training to be qualified interpreters, identify the training steps you will undertake in the coming year.

The budget document identifies the bilingual capacity of staff, and **should reflect the proportion of each group in your target population**. If the staff capacity is not consistent with the language needs of the population to be served, identify in your narrative how the needs of other persons in the target population will be met.

## II. Program Design and Approach

A Program Design and Approach description must be developed for each project for which you receive funding (Social Services, Older Refugee, etc.). **Review Attachment 4** and the applicable section of these refugee action plan guidelines for target population program descriptions, allowable program services and expected outcomes. The areas identified below are some issues that need to be included in your Action Plan. The Program Design and Approach section must include detailed activities that are relevant

to each funded project goals and objectives (e.g., a separate Program Design and Approach must be written for Social Services, Older Refugee, etc.)

- (1) Identify the needs of the refugee population that you intend to serve.
- (2) Describe your program design and include specific strategies that address the identified needs of the target populations.
- (3) Clearly Identify consortium partners and other providers that your agency will collaborate with, directly or indirectly during project implementation. Members of the consortium are identified as agencies that will receive DWD refugee funding through the consortium fiscal agent, and will be identified in the budget. Partner agencies are defined as other providers for which Memoranda of Understanding (MOU's) are established, but are not receiving DWD refugee funding.
- (4) Describe which agencies are committed to do what to accomplish the identified goals. Indicate any planned subcontracts and describe the roles each agency will play in the process. If your agency receives other funds for similar services, including non-refugee funds, specify how you will integrate the services into the overall program design of your project(s).
- (5) The plan must clearly describe the number of clients projected to be served, the services that will be provided, including a description on how joint case management plans (with partner agencies) will be developed, and how the partner agencies will delineate action steps in order to achieve program goals. Each project must have quantifiable goals. All outcomes must be concretely defined, measurable and appropriate for the target population. The proposed activities must support program goals.
- (6) Case plans are the required documentation of services provided. Agencies must maintain up to-date case files, which document client eligibility, goals, services provided, and outcomes. Case files will be reviewed during on-site monitoring. If it is determined during on-site monitoring that an agency has failed to maintain up-to-date case records, performance results for the year will be assumed to be zero until the agency can produce adequate case documentation of the outcomes and services provided.
- (7) Agencies that will operate either a youth or a mental health program are required to include a 50% (of Targeted Assistance Program funding) local cost share. These programs must clearly identify the goals that will be supported by the Targeted Assistance program funds included in this funding allocation separate from the overall program goals. Those goals which will be achieved through use of funds allocated in Attachment 1 should be entered on the appropriate program goal chart, while additional goals to be met with other funds should be identified in the narrative.

**III. Social Services (SS) Employment and Training.** Social Services funds are generally only for services to refugees in the first 60 months of resettlement; however, the federal Office of Refugee Resettlement established a waiver for the 60 month time limit (*State Letter #05-23*) through September 2006. Therefore, Social Services funds may be used to provide services to refugees who have been in the United States for more than 60 months (5 years) on a case by case basis. In addition to employment services the funds may be used to provide the allowable services identified in 45 CFR 400.11.

The Social Services and Targeted Assistance employment and training programs have been combined for both action planning and reporting purposes. Therefore, local agencies do not need to develop separate program designs. Agencies should target the populations most in need using the following priorities

- Newly arriving refugees (<12 months)
- Refugees receiving cash assistance (RCA, TANF/W-2)
- Unemployed refugees
- Employed refugees to retain employment and/or attain independence.

A. Agencies that plan to operate a Social Services/Employment and Training program must:

(1) Include a Target Population description in accordance with Section I above.

(2) Include a Social Services Program Design and Approach that addresses:

(a) Family-Focused Bilingual Case Management (establish Family Self-sufficiency Plan, assessment/re-assessment, ESL assessments/re-assessments, development of client goals, implementation of action steps, case file updates, referral and follow-up services.). Include a description of the referral system and coordination mechanisms with the W-2 agency and voluntary resettlement agency, and attach a copy of the Roles and Responsibilities chart.

(b) Agencies must describe the case head and family assessment process and describe what tools (assessments) and documentation (self-sufficiency plans & employability plans) will be used and maintained on file for DWD review. Successful agencies will conduct assessments and establish employability plans in partnership with the W-2 and other agencies, when applicable, and ensure school age children are enrolled and attending school.

(c) Include job development, coordinate job placements and job upgrades and plans to help the secondary wage earner gain employment. Describe job placement follow-up. Each refugee placed on the job will have a bilingual individual attend the job interview with the refugee and also participate in the refugee's first day of the job. All safety rules and employment expectations will be explained in the refugee's language. Both the employer and the refugee will have a phone number to contact for bilingual assistance. The job

- developer or case manager will contact the refugee and the employer during the first week and again in the third week to ensure any problems are identified and resolved. Both employee and employers will also be contacted at 30, 60 and 90 days, at a minimum.
- (d) Services that support stable employment including childcare, transportation, translation, workplace safety, etc.).
- (e) Partnerships with local employers or schools, including programs that provide English language at the job site. Any ESL services must include BEST testing at entry and exit to document ESL improvement.
- (f) How ESL and Vocational English as a Second Language (VESL) programs are integrated into the work week and other employment services. ESL may not be provided as the only service to an unemployed participant.
- (3) Update **Attachment 5**, Agency Roles and Responsibilities. The purpose of the Roles and Responsibilities chart is to develop a plan to identify how agencies will ensure rapid self-sufficiency by linking the refugee resettlement process with the local Wisconsin Works (W-2) agency and Income Maintenance Agency. All providers perform key roles in refugee Family Self-sufficiency Planning, case management and joint employability planning for mutual clients. Local agencies update and tailor this chart to meet the needs and resources of their community, check the specific roles which will be provided by each agency, and add/edit it to reflect the actual agencies and their roles in helping the refugee reach self-sufficiency.
- (4) Complete **Attachment 6** (Employment & Training Goals for Social Services for CY 2006). The following outcomes must be measured when implementing a refugee employment and training program (see the separately published Employment & Training and Case Management Standards and Quarterly Performance Reporting Instructions for further clarification of program requirements and reporting (available at on BMRLS website at <http://www.dwd.state.wi.us/dws/programs/refugees/> for the definitions of Grant Terminations and Grant Reductions.
- (a) Cash Assistance Grant Terminations (clearly describe the source of cash grants terminated.) For E & T, the goals for each agency are contained in **Attachment 6**. In order to project your Grant Termination and Grant Reduction goals, assign Grant Termination and Grant Reduction outcomes at the rate of 1 GT = 2 GR's.
- (b) Grant Reductions. The reduction of the level of dependency of a welfare dependent family through employment.
- (c) Job Placements.
- (d) Job retentions
- (e) Health Benefits
- (f) ESL participation and improvements.



(5) BMRLS must project an estimate of the numbers of refugees served by length of time in the U.S. Once you have determined your employment and training areas of emphasis (for example ESL) then complete **Attachment 7** (Summary of Costs) by assigning projected component expenses in the categories you intend to provide services in the matrix.

(6) Complete the Budget attachment.

#### **IV. Refugee Orientation.**

Agencies that have approved refugee Orientation program plans do not have to re-do the plan and resubmit as part of this Action Plan unless the agency plans to make changes in the program for 2006. If adjustments to the orientation program goals and outcomes will be made in 2006, complete **Attachment 8** (Projected Orientation Program Outcomes).

Agencies that do have approved Orientation programs must enter a projected amount of program funding in their refugee budget (**Attachment 15**) by:

- 1) totaling the actual amount claimed year to date in 2005
- 2) adding the projected amount the agency will claim in the remaining months of 2005
- 3) subtracting this total from the agency's Orientation program contract
- 4) entering the resulting dollar amount available for services in 2006 in the appropriate column in the budget attachment.

**V. Targeted Assistance Program Funding.** Local agencies with targeted assistance funding can plan to operate either a youth or a mental health program, or both. There is flexibility in both programs to emphasize varying services.

##### **V.A. Youth Services (Keeping Education among Youth for Success (KEYS) Model)**

Agencies with Targeted Assistance funding may choose to operate a youth program. These programs must focus upon providing services to refugee youth with barriers to successful academic achievements (ages 10-21) but will have considerable flexibility in focusing on specific activities to achieve the outcomes identified (increasing school attendance, GPA, job placement, and entering college).

(1) The youth program should include:

- a) A description of your educational advisory group, which consists of parents, students/youth, teachers, and representatives from the refugee community and the larger community. The primary purpose of this group is to coordinate community efforts and to work with local schools in improving education for the refugee children as well as communication with parents. The Youth Program Coordinator is expected to work closely with the group to achieve their goal.

- b) A description of how you will assess, develop and implement comprehensive family plans for youth/families identified as "with barriers". The case plans must include measurable goals and objectives, which enable the Youth Program Coordinator/Case Manager to monitor progress over time.
  - c) A description of how you will provide one-on-one consultation/career planning, short-term and/or professional counseling both in-house and outside your agency through referral. Also, describe how you will arrange for or provide educational/cultural workshops/conferences for youth and parents, as well as other agency staff in the community.
  - d) All agencies which operate the Orientation program should conduct the educational workshops on the topics relevant to the Refugee Youth Program (see page 7, section C, paragraph (2) and page 8, paragraph (7)). Therefore, we encourage Youth Programs to conduct a majority of educational workshops with the Orientation Program. However, educational/cultural workshops/conferences are an allowable activity under the Refugee Youth Program.
  - e) A description of how you will arrange for or provide other services (tutoring, mentoring, employment, cultural and recreational activities, etc.) These activities will help refugee youth succeed in their education as well as achieve agency's goals.
2. Agencies that plan to operate a youth program must:
- a) Include a Target Population description in accordance with Section I above.
  - b) Include a Youth Program Design and Approach in accordance with Section II and Section IV.A above.
  - c) Complete **Attachment 9** and project the number of refugee youth you intend to serve by barrier category and the services that you intend to provide.
  - d) Complete **Attachment 10** by projecting the number of expected outcomes for each outcome category (increase school attendance, increase GPA, job placement, enter college). The total minimum outcomes expected for each agency is listed at the last column on Attachment 8.
  - e) Complete the Budget attachment (**Attachment 15**).

**V.B. Mental Health.** Agencies with Targeted Assistance funding and an identified need may choose to operate a mental health program.

(1) Agencies that choose to operate a mental health program must describe how the agency will:

- a) Maintain bilingual professional staff. Indicate the languages and genders of your bilingual staff capacity. If you have service agreements with additional bilingual service providers, indicate the providers and the languages they speak. Include a complete listing of all bilingual mental health providers in your community who are part of your service network/referral system, include their name(s), language(s), phone number and professional level.
- b) Describe the training plan for each bilingual staff to become licensed social workers, psychologists, certified AODA counselors or medical assistance certified case managers. Indicate the current certification level of staff and plans for training.
- c) Ensure clients receive ongoing therapy, follow-up and case management services. Describe your outreach and referral process.
- d) Detail the steps you are taking to carry out the agency's commitment to retain the bilingual/bicultural staff positions at the termination of the federal grant. It is expected that this grant will be a time-limited effort to develop service capacity, which will be maintained by mainstream resources. How will you develop alternative funding through Medicaid, insurance and community aids to retain project staff? Be specific as to the amount and source of funding to be used for staff retention.
- e) If for any reason an agency is not going to be able to complete the contract period, what mechanisms are in place for a seamless transfer of active cases to another competent provider? Describe what will happen to clients who are in care at the end of 2006 if further ORR funding is not available.

2. Agencies that plan to operate a refugee mental health program must:

- a) Include a Target Population description in accordance with Section I above and describe the recruitment and enrollment process.
- b) Include a Mental Health Program Design and Approach in accordance with Section II and Section VB above.
- c) Project the Mental Health program participation and outcomes in CY 2006 by completing **Attachment 11** (Projected Mental Health Services in 2006).
- d) Complete the Budget attachment (**Attachment 15**).

**V.C. Refugee Domestic Violence.**

The two agencies that will be piloting the batterer's treatment program in 2006 do not have to develop a specific plan component as part of their 2006 Refugee Action Plan. However, they will be expected to conduct the following activities.

The two programs will cooperate with their local district attorney's office to identify eligible participants and provide a culturally sensitive batterer's treatment program consistent with a curriculum currently in final review. The Provider will offer at least one initial batterer's treatment program consisting of 24 weekly meetings for a group of at least 10 participants who will help pay for services on a sliding fee scale. The program shall be consistent with the curriculum developed by the Batterer's Treatment Committee which is incorporated herein by reference.

The two agencies that will operate the pilot Batterer's Treatment program will include this funding in the Batterer's Treatment column on the Budget attachment.

## **VI Older Refugee Program (ORP).**

A. Agencies receiving Older Refugee funds are required to collaborate with Area Agencies on Aging (AAA).

- 1) Describe how your project will be implemented. You should describe collaboration that has occurred between your agency and the AAA in the planning of your program. Attach a Memorandum of Understanding (MOU) with your local AAA defining roles and responsibilities of each agency.
- 2) Describe the ongoing roles and responsibilities that will be maintained by the applicant and the AAA during the grant period. Also, describe the collaboration that has occurred or planned with other refugee organizations.
- 3) Identify and provide a description of key staff that are proposed to work in the program. Indicate their education training and experience working with older refugees, aging program and services and cross-cultural experience. Indicate the number of full-time equivalent staff and fully justify staff to be charged to the grant. Describe any training plans for your staff. Describe how staff will be supervised. If Older Refugee staff also work with other programs, explain how time will be allocated, justified and documented, and be sure this is consistent with the budget information.
- 4) Describe how services under this program will correspond with the rest of the services your agency is providing. The following services (as listed on Attachment 10) are expected to be provided through the Older Refugee program:
  - a. English as a Second Language Classes
  - b. Citizenship assistance
  - c. Medical and social service interpretation
  - d. Transportation assistance

B. Agencies that plan to operate an Older Refugee program must:

- (1) Include a Target Population description in accordance with Section I above.
- (2) Include an Older Refugee Program Design and Approach in accordance with Section II and Section V above.
- (3) Attach a Memorandum of Understanding with your local AAA defining roles and responsibilities of each agency.
- (4) Project the Older Refugee program participation and outcomes in CY 2006 by completing **Attachment 12** (Projected Older Refugee Program Goals for 2006).
- (5) Complete the Budget attachment (**Attachment 15**).

**VII. Preventive Health (PH)** (Applies to Milwaukee area only)

The primary goal of the Preventive Health Program is to ensure wraparound health screening and education services that assure the provision of necessary health services and treatment, as well as effective access to mainstream health care resources. Agencies are encouraged to provide health education in group settings in order to ensure that all refugees receive complete information in an efficient fashion. A secondary goal is to provide cultural sensitivity training for provider staff.

A. Agencies that plan to operate the Preventive Health program must:

- 1) Include a Target Population description in accordance with Section I above. This would include projecting the number of recently arrived refugees to whom you will provide bilingual outreach, health interpretation and assistance for immunizations.
- 2) Include a Preventive Health Design and Approach in accordance with Section II and Section VII above. You should also project the number of workshops and consultations, and in-service training you will hold and attend. Describe how you will meet these goals.
- 3) Project the Preventive Health program participation and outcomes in CY 2006 by completing **Attachment 13** (Projected Goals for Preventive Health in 2006).
- 4) Complete the Budget attachment (**Attachment 15**).

- B. Include a description of the respective role of each agency of the Consortium and how it will provide Preventive Health services to clients in the outlying counties of Jefferson, Kenosha, Ozaukee, Racine, Walworth, Washington, and Waukesha, as well as to Milwaukee County itself.

## VIII. BUDGET

Develop an annual budget using the Budget form (**Attachment 15**). Be sure to include all projects for which you are allocated funds under **Attachment 1**. Be sure the totals are accurate and reflect the amount of each allocation.

Agencies/communities receiving Targeted Assistance funds have the flexibility to allocate funds to mental health or youth, or both.

Specific columns are provided for those project categories for which a majority of agencies receive funds, and blank columns are provided for you to fill in other programs that are not identified in the form.

Identify the funding source awarded to your agency at the top of each column. The budget narrative and supporting budget attachment should provide a complete picture of all staff resources devoted to refugee work. For example, if your agency has secured match grant, reception and placement, unanticipated arrival or other types of federal refugee funds that enables the agency to hire staff for the refugee program, include the staff name and programs they work with on the budget attachment. The last column on the budget attachment, the 'total' column' should include the total salary for the staff.

- (a) Include the names of staff on the budget, along with their position/title, and their language capacity. The total FTE's of staff and contracted interpreters should reflect the language needs of the target populations.
- (b) Staff allocations must reflect the amount of time that staff will spend on these project activities. Indicate the percentage of time (Full Time Equivalent or FTE) for the amount of time the position is expected to work on **services to refugees/former refugees from refugee and other funding sources**.

For example, a full-time employee who provides employment services to refugees and former refugees using funds under this grant, Reception and Placement funds, and WIA funds would be 1 FTE, with the proportion of effort allocated to each funding source being reflected in the appropriate budget columns.

A full-time employee who works sixty percent in the refugee program and forty percent managing other programs unrelated to this grant or target population would be .6 FTE; and;

A half-time employee who works entirely in refugee programs would be .5 FTE.

- (c) Include a description of the local cost share required if you implement a mental health or youth program. Indicate the funding source, purpose and total amount identified for the CY2006 program in the budget narrative as well as on the budget form.

Federal refugee funds are designed to supplement and expand local efforts to serve refugees in a culturally competent manner. In many instances, former

refugees are no longer eligible for refugee funds because they have obtained citizenship. It is therefore important that efforts be made to develop local (i.e., non-Immigrant Integration Section) funding for the Targeted Assistance (youth and mental health) services. Indicate the action steps you will take to develop local cost sharing for additional project-related costs and for project continuation after federally funded programs end. This local share may be cash or in-kind, federal, state, or local sources. It may also include related services provided to citizens and/or refugees by your agency or other collaborating agencies.

Local cost share can include reimbursement provided through medical assistance and other third party liability. Agencies may not charge MA and the refugee program for the same service-staff costs reimbursed by MA may not be charged to refugee contracts.

Local share can and should include fees charged for interpreter services, clinical services, and for training. (Civil Rights law requires that agencies which receive federal funds, including county agencies and health care providers, must provide access to services using qualified interpreters). Refugee service agencies are encouraged to charge for interpreter services provided to these other agencies, but **MAY NOT BILL CLIENTS**. Refugee service agencies, which charge for services must establish procedures to ensure that the staff time used for such fee-for-service efforts is not **ALSO** charged to federal grant funds.

Indicate the amount and sources of all local cost sharing in your budget form and narrative. Agencies planning to operate a mental health or youth program are required to provide at least 50% (of the mental health and/or youth funding allocation) in local cost share. Add additional columns if necessary to clarify multiple funding sources.

- (d) Please be sure to justify any out-of-the-ordinary costs in the budget narrative. All costs are to be reasonable, allowable, and necessary in order to carry out program activities described in the plan. Joint costs must be budgeted in accordance with the agency's written cost allocation plan. Indirect costs are allowable **only** if an agency has an indirect cost rate negotiated and approved by a federal cognizant agency. Administrative and supervisory costs must be limited to those essential to operating refugee programs under this contract.
- (e) Agencies that subcontract for services (including agencies which are the fiscal agent for a consortium) should identify the total amount of subcontracted services on page 2 of **Attachment 15** (Budget). In addition, for contracts of more than \$20,000 include a supplemental copy of **Attachment 15** for each subcontract. Identify the subgrantee name and the service at the top of each copy of **Attachment 15**. A signed contract with the subgrantee, along with a plan for specific service expectations, must be forwarded to BMRLS as soon as possible (after involved agencies sign the contract).
- (f) Agencies that desire to operate the Bilingual Employment Skills and Language Program have submitted responses to the BEST RFP and do not have to include a BEST program design as part of this refugee program planning document.

However, it would be helpful to include the funding amount as a result of a BEST program award in the budget attachment (if known by the November 30, 2005 Action Plan response deadline).



State of Wisconsin\Department of Workforce Development  
Bureau of Migrant, Refugee and Labor Services

**Attachment #2**

Estimated Total Eligible Refugee Population by County/Workforce Development Area											
Updated: October 18, 2005											
Refugee Service Delivery Areas	County	Refugee Arrivals Data Starting FFY 2001 – 2005						Secondary Migrants & Asylees		Totals	
		Arrivals-FSU	Arrivals-BCS	Arrivals-SEA	Arrivals-African	Arrivals-Other	Total	Secondary Migrants	Asylees	Total by County	% of Total
Area #1 (Milwaukee/SE Wisconsin)		157	195	762	218	75	1407	128	29	1564	36.64%
WDA #1 South East	Racine			3		0	3	1	1	5	0.12%
	Kenosha		2				2			2	0.05%
	Walworth		6				6			6	0.14%
WDA #2	Milwaukee	146	171	721	218	61	1317	113	14	1444	33.83%
WDA #3 (WOW)	Ozaukee	11	7				18	5	14	37	0.87%
	Washington		5	26			31			31	0.73%
	Waukesha	0	4	12	0	14	30	9	0	39	0.91%
Area #2 (Fox Valley)		25	57	579	44	6	711	41	11	763	17.88%
WDA #4	Fond du Lac		1	38			39	5	4	48	1.12%
	Calumet						0			0	0.00%
	Outagamie		26	224		2	252	8	3	263	6.16%
	Waupaca						0			0	0.00%
	Winnebago		23	115	11	2	151	3	3	157	3.68%
	Brown	25	7	202	33	2	269	25	1	295	6.91%
Area #3		0	0	431	6	0	437	17	3	457	10.71%
WDA #5 Bay Area	Manitowoc		0	113			113			113	2.65%
	Sheboygan		0	318	6		324	17	3	344	8.06%

Immigrant Integration Section  
CY 2006 Action Plan Instructions

<b>Area #4</b>	Barron				8		8	100	14	122	2.86%
WDA #7 (Northwest)		0	3	395	14	0	412	44	3	459	10.75%
WDA #8 (West Central)	Chippewa			19			19	14	0	33	0.77%
	Clark				14		14	1	0	15	0.35%
	Dunn			51			51	4	3	58	1.36%
	Eau Claire			109			109	15	0	124	2.91%
WDA #9 (Western)	Polk		0				0			0	0.00%
	Juneau		3	4			7			7	0.16%
	La Crosse			212			212	10		222	5.20%
<b>Area #5</b>		0	0	555	0	0	555	29	0	584	13.68%
WDA #6 (North Central)	Marathon			378			378	20		398	9.33%
	Portage			115			115	8		123	2.88%
	Wood			62			62	1		63	1.48%
<b>Area #6</b>		15	7	221	29	4	276	32	11	319	7.47%
WDA #10 (South Central)	Dane	15	7	217	29	4	272	32	11	315	7.38%
	Jefferson			4			4			4	0.09%
WDA #11 (Southwest)	Rock						0			0	0.00%
	Grant						0			0	0.00%
<b>Total (Counties listed above)</b>		197	262	2943	319	85	<b>3806</b>	391	71	4268	100.00%

State of Wisconsin\Department of Workforce Development  
Bureau of Migrant, Refugee and Labor Services

**Attachment #3 Estimated Projected Refugee Population (page 1)**

<b>Volag Refugee Arrival Projection FFY 2006 (Oct 1, 2005 - Sept 30, 2006)</b>						
	<b>CC/All</b>	<b>HIAS</b>	<b>LSS</b>	<b>IIW</b>	<b>Total</b>	
SE Wisconsin/Milwaukee	CC/Milwaukee	118	10	390	85	<b>603</b>
Fox Valley	CC/Green Bay	25	0	0	0	<b>25</b>
Green Bay	CC/Green Bay	75	0	0	0	<b>75</b>
Sheboygan County Area	CC/Milwaukee	60	0	0	0	<b>60</b>
Marathon County Area		0	0	80	0	<b>80</b>
Eau Claire County Area	CC/La Crosse	60	0	0	0	<b>60</b>
La Crosse County Area	CC/La Crosse	60	0	0	0	<b>60</b>
Dane County Area	CC/Madison	51	0	0	0	<b>51</b>
<b>Total Statewide</b>		<b>449</b>	<b>10</b>	<b>470</b>	<b>85</b>	<b>1014</b>
<b>SE Wisconsin</b>		CC/Milwaukee	HIAS	LSS	IIW	Total
EE		6				<b>6</b>
FSU			10	43		<b>53</b>
ASIA		50		177	50	<b>277</b>
AFRICA		62		170	35	<b>267</b>
<b>Total</b>		<b>118</b>	<b>10</b>	<b>390</b>	<b>85</b>	<b>603</b>
<b>Fox Valley</b>		CC/Green Bay	HIAS	LSS	IIW	Total
EE						<b>0</b>
FSU						<b>0</b>
ASIA		25				<b>25</b>
AFRICA						<b>0</b>
<b>Total</b>		<b>25</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25</b>
<b>Green Bay</b>		CC/Green Bay	HIAS	LSS	IIW	Total
EE						<b>0</b>
FSU		7				<b>7</b>
ASIA		60				<b>60</b>
AFRICA		8				<b>8</b>
<b>Total</b>		<b>75</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>75</b>
<b>Sheboygan County Area</b>		CC/Milwaukee	HIAS	LSS	IIW	Total
EE						<b>0</b>
FSU						<b>0</b>
ASIA		42				<b>42</b>
AFRICA						<b>0</b>
<b>Total</b>		<b>42</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>42</b>

State of Wisconsin\Department of Workforce Development  
Bureau of Migrant, Refugee and Labor Services

**Attachment #3 Estimated Projected Refugee Population (page 2)**

<b>Marathon County Area</b>		CC/La Crosse	HIAS	LSS	IIW	Total
EE						0
FSU						0
ASIA				80		80
AFRICA						0
<b>Total</b>		0	0	80	0	80
<b>Volag Refugee Arrival Projection FFY 2006 (Oct 1, 2005 - Sept 30, 2006)</b>						
<b>Eau Claire County Area</b>		CC La Crosse	HIAS	LSS	IIW	Total
EE						0
FSU						0
ASIA		50				50
AFRICA		10				10
<b>Total</b>		60	0	0	0	60
<b>La Crosse County Area</b>		CC/La Crosse	HIAS	LSS	IIW	Total
EE						0
FSU						0
ASIA		50				50
AFRICA		10				10
<b>Total</b>		60	0	0	0	60
<b>Dane County Area</b>		CC/Madison	HIAS	LSS	IIW	Total
EE						0
FSU						0
ASIA		46				46
AFRICA		5				5
<b>Total</b>		51	0	0	0	51

#### Attachment 4

State of Wisconsin\Department of Workforce Development  
Bureau of Migrant, Refugee and Labor Services

### Target Populations, Allowable Services and Expected Outcomes (Revised for CY 2006)

Funding	Target Populations	Allowable Services	Expected Outcomes
<b>Orien- tation</b>	All services must be targeted to newly arrived unanticipated refugees, including but not limited to Hmong refugees from Wat Thamkrobok and the African populations.	Workshops addressing: <ul style="list-style-type: none"> <li>• The World of Work</li> <li>• Education/School System for Children &amp; Adults</li> <li>• Health &amp; Mental Health</li> <li>• Housing &amp; Home Management</li> <li>• Financial Management/Financial Literacy</li> <li>• Legal System</li> <li>• Parenting &amp; Child Care Options</li> </ul>	<ul style="list-style-type: none"> <li>• Most, if not all, newly arrived refugees, will be enrolled and attend most, if not all, cultural orientations.</li> <li>• Each agency should conduct workshops for each of seven allowable services topics.</li> <li>• All workshops are conducted by bilingual staff. Ideally, all clients should attend the entire set of workshops in order to gain a full understanding of their new home.</li> </ul>
<b>Social Services</b>	<p>Primarily for refugees or asylees in the U.S. 5 years or less. ORR has issued a waiver to allow services to the refugee population that has been in the U.S. longer than five years through 9/06. Referral, interpreter, citizenship and naturalization services may be provided to refugees/asylees in the US more than five years.</p> <p>Priority for:</p> <ul style="list-style-type: none"> <li>• Newly arriving refugees (&lt;12 months)</li> <li>• Refugees receiving cash assistance (RCA, TANF/W-2)</li> <li>• Unemployed refugees</li> <li>• Employed refugees to retain employment and/or attain independence.</li> </ul>	<ul style="list-style-type: none"> <li>• Development of a family sufficiency plan and an individual employability plan</li> <li>• Employment/job upgrade services, job orientation, job search, job placement and follow-up, etc.</li> <li>• Bilingual case management,</li> <li>• ESL, VESL (combined with employment or other services)</li> <li>• Skills training (no more than one year)</li> <li>• Translation services</li> <li>• Supportive services</li> <li>• Citizenship Assistance</li> </ul>	<ul style="list-style-type: none"> <li>• Number of families terminated from public assistance (Grant Terminations)</li> <li>• Number of families with Grant Reductions</li> <li>• Number of family self-sufficiency plans and EDPs developed</li> <li>• Number of persons receiving ESL, VESL</li> <li>• Number of individuals receiving bilingual case management services <u>specifically</u> for employment &amp; training</li> <li>• Number enrolled in citizenship activities</li> <li>• Number of refugees who successfully complete the goals and activities identified in their Self-Sufficiency Plan.</li> <li>• Number of refugees that have obtained citizenship</li> </ul>

<b>BEST</b>	Targeted primarily at Hmong African and other refugees with limited education.	<ul style="list-style-type: none"> <li>• Customized skills training with VESL</li> <li>• OJT with VESL</li> <li>• Job Development/job placement</li> <li>• Employment related supportive services</li> </ul>	<ul style="list-style-type: none"> <li>• Number of refugees enrolled in CST/VESL</li> <li>• Number of refugees enrolled in OJT/VESL</li> <li>• Grant Terminations</li> <li>• Grant Reductions</li> <li>• Job Placements</li> <li>• Job Upgrades</li> <li>• Job retentions (90 days)</li> </ul>
<b>Preventive Health</b>	Targeted primarily at refugees and asylees in their first year of resettlement.	<ul style="list-style-type: none"> <li>• Health Interpretation</li> <li>• Health education workshops</li> <li>• Bilingual outreach and health education</li> <li>• Assistance for Immunizations</li> <li>• Cultural sensitivity training for staff</li> </ul>	<ul style="list-style-type: none"> <li>• Number of refugees receiving bilingual outreach and health education services</li> <li>• Access to ongoing primary health care</li> <li>• Staff receiving cultural sensitivity training.</li> </ul>
<b>Youth (KEYS)</b>	Refugee youth with barriers to the successful academic achievement ages from 10 to 18. Minor citizen children are eligible if both parents remain refugees or, if only single parent, that parent holds a refugee status.	<ul style="list-style-type: none"> <li>• Case management</li> <li>• Tutoring and mentoring</li> <li>• Individual consultation</li> <li>• Educational/recreational activities</li> <li>• Employment</li> <li>• AODA counseling</li> <li>• Lay advocacy with legal problems</li> </ul>	<ul style="list-style-type: none"> <li>• Number of truancy cases who increased school attendance by 10% or more</li> <li>• Increased Grade Point average (GPA) by .50 from time of intake</li> <li>• Number entered into college</li> <li>• Number obtained employment.</li> </ul>
<b>Mental Health</b>	Non-citizen refugees and asylees are eligible for services, regardless of date of entry.	<ul style="list-style-type: none"> <li>• Assessment/Reassessment</li> <li>• Ongoing treatment &amp; intervention</li> <li>• Case management</li> <li>• Cultural in-service training</li> <li>• Community orientation for refugee communities</li> <li>• Staff training,</li> <li>• Provider consultation</li> </ul>	<ul style="list-style-type: none"> <li>• Number of staff receiving training</li> <li>• Number of consultations provided to mental health providers, etc.</li> </ul> <p>Number of clients receiving:</p> <ul style="list-style-type: none"> <li>• Assessment/Re-assessment</li> <li>• Ongoing treatment and intervention/case management services</li> <li>• Outreach orientation</li> <li>• Number of mental health and health providers receiving cultural in-service training</li> </ul>
<b>Older Refugee Services</b>	Non-citizen refugees and asylees over age 60 are eligible for services, regardless of date of entry.	<ul style="list-style-type: none"> <li>• ESL classes</li> <li>• Citizenship assistance</li> <li>• Medical and social service interpretation</li> <li>• Transportation assistance</li> </ul>	<ul style="list-style-type: none"> <li>• Number of elderly refugees served under each of the proposed activities.</li> <li>• Number of elderly refugees gaining citizenship</li> <li>• Number advancing a level in ESL.</li> </ul>

## Attachment 5

### State of Wisconsin\Department of Workforce Development Bureau of Migrant, Refugee and Labor Services **Program Roles and Responsibilities**

Refugee service providers will update and tailor this chart to meet the needs and resources of their community, check the specific roles which will be provided by each agency, and add/edit it to reflect the actual agencies and their roles in helping the refugee reach self-sufficiency.

Service Provider	Roles and Responsibilities								
	Assessment/ Barrier Screening/ Case Planning	Life Skills Training	World of Work Orientation	Job Development/ Placement	Job Placement Coordination/ Employment Follow up	Trans- portation Needs	ESL/VESL/ Skill training	Translation/R eferral/ Supportive Services	Citizenship
<b>Resettlement Agency (VOLAG) (Some activities may be delegated to sponsor family)</b>	<input type="checkbox"/> Forwards refugee arrival date information to W-2/IM/refugee E&T agencies and sends Request for Assistance <input type="checkbox"/> Jointly develops FSP with refugee E&T and W-2 <input type="checkbox"/> Orients anchor relatives	<input type="checkbox"/> Coordinate housing and furnishings <input type="checkbox"/> Coordinate utilities <input type="checkbox"/> School enrollment	<input type="checkbox"/> Social Security cards <input type="checkbox"/> Personal hygiene <input type="checkbox"/> Clothing <input type="checkbox"/> Child care options <input type="checkbox"/> Teaches about career ladder and advancement <input type="checkbox"/>	<input type="checkbox"/> Sponsor, case manager and anchor family develop job openings <input type="checkbox"/> Refer specific cases to WDB for skill training <input type="checkbox"/> Refer specific cases to vocational training	<input type="checkbox"/> Notifies all parties named in the MOU within 10 days of job placement <input type="checkbox"/> Provides 90 day follow-up	<input type="checkbox"/> Trains the client on public transportation options <input type="checkbox"/> Sponsor/anchor provide transportation as available	<input type="checkbox"/> Identifies ESL options <input type="checkbox"/> Refers to vocational school, CBO or local literacy classes. <input type="checkbox"/> Follows up on ESL participation & progress <input type="checkbox"/> Mobilizes volunteers/tutor	<input type="checkbox"/> Refers client to other community resources as needed <input type="checkbox"/> Provides interpreter/translation services to the community for a fee	<input type="checkbox"/> Provides U.S. Citizenship training <input type="checkbox"/> Completes Adjustment of Status after 1 year <input type="checkbox"/> Ensures all elderly and disabled refugees are enrolled <input type="checkbox"/> Citizenship applications <input type="checkbox"/> Travel documents

Roles and Responsibilities									
Service Provider	Assessment/ Barrier Screening/ Case Planning	Life Skills Training	World of Work Orientation	Job Development/ Placement	Job Placement Coordination/ Employment Follow up	Trans- portation Needs	ESL/VESL/Skil l training	Translation/Ref erral/ Supportive Services	Citizenship
	<input type="checkbox"/>	<input type="checkbox"/> Arranges health screening and orientation to health care system Time Management <input type="checkbox"/> Household budgeting and home management <input type="checkbox"/> Grocery shopping <input type="checkbox"/> Medical Care <input type="checkbox"/> Reports participation to W-2 agency	<input type="checkbox"/> Orients anchor family concerning community agency roles and family plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Immigrant Integration Section  
CY 2006 Action Plan Instructions

Service Provider	Assessment/ Barrier Screening/ Case Planning	Life Skills Training	World of Work Orientation	Job Development/ Placement	Job Placement Coordination/ Employment Follow up	Trans- portation Needs	ESL/VESL/Skil l training	Translation/Ref erral/ Supportive Services	Citizenship
<b>Refugee E&amp;T Provider</b>	<input type="checkbox"/> Participates (as requested) with the Barrier Screening Tool/W-2 Assessment <input type="checkbox"/> Jointly develops FSP with VOLAG and W-2 <input type="checkbox"/> Assesses/recommends job skills	<input type="checkbox"/> Cultural orientation <input type="checkbox"/> Works with anchor family to support immediate employment <input type="checkbox"/> Time management <input type="checkbox"/> Financial management and household budgeting <input type="checkbox"/> Parenting classes <input type="checkbox"/>	<input type="checkbox"/> Local labor market information <input type="checkbox"/> Career ladder (motivation) <input type="checkbox"/> Job hunting skills <input type="checkbox"/> Balancing family responsibilities <input type="checkbox"/> Counsels on Child care options <input type="checkbox"/> Orients anchor family concerning community agency roles and family plans	<input type="checkbox"/> Primary focus are RCA recipients and secondary wage earners but partners with W-2 on W-2 cases <input type="checkbox"/> Contacts employers who have already successfully employed refugees <input type="checkbox"/> Active job development for all participants <input type="checkbox"/> Shares identified job openings with W-2/volag	<input type="checkbox"/> Works with secondary wage earner while primary participates in W-2/ employment <input type="checkbox"/> Notifies all parties named in the MOU within 10 days of job placement <input type="checkbox"/> Accompanies refugee to the first day at work <input type="checkbox"/>	<input type="checkbox"/> Identifies transportation options for personal needs <input type="checkbox"/> Coordinates transportation to work options	<input type="checkbox"/> Re-arranges ESL classes to facilitate employment after job placement <input type="checkbox"/> Refers both adults and children family members to appropriate ESL courses <input type="checkbox"/> Offers VESL onsite <input type="checkbox"/> Coordinates tutoring programs	<input type="checkbox"/> Refers client to other community resources as needed <input type="checkbox"/> Provides interpreter/translation services to the community for a fee	<input type="checkbox"/> Assists with U.S. Citizenship training <input type="checkbox"/> Assist with Adjustment of Status after 1 year <input type="checkbox"/> Ensures all elderly and disabled refugees are enrolled <input type="checkbox"/> Assists with citizenship applications

Immigrant Integration Section  
CY 2006 Action Plan Instructions

Service Provider	Assessment/ Barrier Screening/ Case Planning	Life Skills Training	World of Work Orientation	Job Development/ Placement	Job Placement Coordination/ Employment Follow up	Trans- portation Needs	ESL/VESL/Skil l training	Translation/Ref erral/ Supportive Services	Citizenship
	<input type="checkbox"/>	<input type="checkbox"/> Family law instruction <input type="checkbox"/> Reports participation to W-2 agency <input type="checkbox"/> Coordinates furnishings	<input type="checkbox"/>	<input type="checkbox"/> Provides cultural orientation to employer <input type="checkbox"/> Translates at job interviews <input type="checkbox"/> Translates safety info and instructions <input type="checkbox"/> Provides employers services and problems solving follow-up <input type="checkbox"/> Provides CSJ sites	<input type="checkbox"/> Contacts employer and employee at 1 week, 2 week, 1 month, 3 month and 6 month intervals to offer follow up services/ confirm employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Service Provider	Assessment/ Barrier Screening/ Case Planning	Life Skills Training	World of Work Orientation	Job Development/ Placement	Job Placement Coordination/ Employment Follow up	Trans- portation Needs	ESL/VESL/Skil l training	Translation/Ref erral/ Supportive Services	Citizenship
<b>W-2 Agency</b>	<input type="checkbox"/> Coordinates initial intake/ Barrier Screening Tool with VOLAG and/or refugee agency staff <input type="checkbox"/> Jointly develops EP with refugee E&T and VOLAG	<input type="checkbox"/> Schedules participant for required life skills training and monitors participation <input type="checkbox"/> Household budgeting skills	<input type="checkbox"/> Assists with child care enrollment <input type="checkbox"/> Job readiness workshops <input type="checkbox"/> Career ladders <input type="checkbox"/> Job seeking skills <input type="checkbox"/> Resume preparation <input type="checkbox"/> Provides local labor market orientation <input type="checkbox"/> Skill training options <input type="checkbox"/> Career planning <input type="checkbox"/> Trains clients concerning employer expectations	<input type="checkbox"/> Conducts job development with network of employers	<input type="checkbox"/> Notifies all parties named in the MOU within 10 days of job placement <input type="checkbox"/> Conducts scheduled follow-up <input type="checkbox"/> Once the principal wage earner is employed, the W-2 agency meets with the refugee agency to determine if the secondary wage earner is eligible and ready to participate in W-2	<input type="checkbox"/> Provides bus passes for W-2/FSET clients <input type="checkbox"/> Provides driver education training for W-2/FSET clients	<input type="checkbox"/> Identifies ESL options <input type="checkbox"/> Re-arranges ESL classes to facilitate employment after job placement <input type="checkbox"/> Refers to vocational school, CBO or local literacy classes. <input type="checkbox"/> Follows up on ESL participation progress <input type="checkbox"/> Funds bilingual skill training programs	<input type="checkbox"/> Refers client to other community resources that are included in the EP <input type="checkbox"/> Provides bilingual access to all eligibility and service meetings	<input type="checkbox"/> Includes Adjustment of Status as part of the case plan <input type="checkbox"/> Includes all citizenship activities as part of the case plan

Immigrant Integration Section  
CY 2006 Action Plan Instructions

Service Provider	Assessment/ Barrier Screening/ Case Planning	Life Skills Training	World of Work Orientation	Job Development/ Placement	Job Placement Coordination/ Employment Follow up	Trans- portation Needs	ESL/VESL/Skil l training	Translation/Ref erral/ Supportive Services	Citizenship
<b>Workforce Developm ent Board</b>	<input type="checkbox"/> Develops case plans for clients who need employment/ job upgrades that are not eligible for other E&T programs	<input type="checkbox"/> Coordinates with VOLAG/refugee E&T provider for family support services	<input type="checkbox"/> Job readiness workshops	<input type="checkbox"/> Provides local labor market information <input type="checkbox"/> Funds skill training for WIA/WDB clients <input type="checkbox"/> Places clients into jobs most appropriate to their needs	<input type="checkbox"/> Notifies all parties named in the MOU within 10 days of job placement	Funds driver education	<input type="checkbox"/> Funds bilingual skill training programs <input type="checkbox"/> Funds on-site VESL	<input type="checkbox"/> Provides bilingual access to all eligibility and service meetings <input type="checkbox"/> Identifies employment barriers and refers to community resources as needed.	<input type="checkbox"/> Funds citizenship services when needed for employment
Other Community Partners (Specify)	<input type="checkbox"/> Receive referrals	<input type="checkbox"/> Provide financial management, parenting education, orientation	<input type="checkbox"/> Provide mentoring programs	<input type="checkbox"/> Provide CSJ sites			<input type="checkbox"/> provide ESL and ABE and tutoring	<input type="checkbox"/> provide mental health services <input type="checkbox"/> provide health screening and health care	<input type="checkbox"/>

## Attachment 6

State of Wisconsin\Department of Workforce Development  
Bureau of Migrant, Refugee and Labor Services  
**CY 2006 Social Service & Targeted Assistance Employment & Training Goals**

**Agency:**

Agency	Total Full-time Employment Goal (Cash and no-cash Assistance)	Total Cash Assistance Employment Goal	Grant Terminations	Grant Reductions
DRN/ADVOCAP		46		
HMAA Sheboygan		30		
MARC		87		
Lao Family Community		32		
WWRN (La Crosse HMAA)		25		
URS		11		
Wausau HMAA		34		
Workforce Resource		4		
<b>TOTAL</b>		<b>269</b>		

- 1) Assign a (full-time) employment goal by projecting how many refugees your agency will place into employment in CY 2006
- 2) Determine the number of Grant Termination and Grant Reduction goals for your agency by dividing the number in the 'Total Cash Assistance Employment Goal' at the rate of 1 Grant Termination equals 2 Grant Reductions. For example, DRN has total SS goals of 25. DRN can set goals of 20 GT and 10 GR (= the 25 in the CA employment goal column).
- 3) Total employed may include refugee E&T clients enrolled through partner agencies, including WIA.

Note: Employment goals were assigned with a figure of \$4250 per placement average

## Attachment 7

State of Wisconsin\Department of Workforce Development  
Bureau of Migrant, Refugee and Labor Services

### Summary of Costs and Projected Number Served by Service Component in CY 2006 (Social Services/TAP)

Agency:

Service Component	Funding Source	Projected Funding	Program Participants (Length of time in the U.S.)							
		(See Notes)	0-12 Months		13-60 Months		Over 60 Months		Total Participants	
			M	F	M	F	M	F	M	F
A. Employment	Social Services/TAP	\$								
B. English Language Training	Social Services/TAP	\$								
C. OJT/Skills Training	Social Services/TAP	\$								
D. Case Management	Social Services/TAP	\$								
E. Supportive Services	Social Services/TAP	\$								
<b>Total SS Allocation (A+B+C+D+E) =</b>		\$								

Notes:

- 1) Allocate your agency's Social Service funding between the five service components, assigning greater dollar amounts to service component areas your agency will emphasize in 2006 (as stated in your narrative portion of the action plan).
- 2) Project the number of males and females to be served by service component (1<sup>st</sup> column) and by the amount of time that they have resided in the United States. These projections should include refugee SSI recipients.
- 3) Your Action Plan narrative/program description should coincide with the amount of funding per service components summarized here.
- 4) We recommend that local agencies review their Quarterly Reports to determine the number of participants your agency provided services this past year when making projections for the coming year.

## Attachment 8

State of Wisconsin\Department of Workforce Development  
Bureau of Migrant, Refugee and Labor Services  
**2006 Orientation Program Workshops**

**Agency:**

Subject	Month and targeted community	Duration of orientation (hours of instruction)	Projected number to attend	Partner Agency/(ies)
A. World of Work				
B. Education/ School System for Children and Adults				
C. Health and Mental Health				
D. Housing and Home Management				
E. Financial Management and Financial Literacy				
F. Legal System				
G. Parenting and Childcare Options				
H. Others: (specify)				



## Attachment 9

State of Wisconsin\Department of Workforce Development  
Bureau of Migrant, Refugee and Labor Services

### Projected Number Served for Youth Program for CY2006

Agency \_\_\_\_\_

	Male	Female
<b>I. TOTAL PROJECTED NUMBER OF YOUTH TO BE SERVED IN 2006 (Unduplicated)</b>		
<b>Number by barriers of the total number of Youth Projected Above</b> (may be duplicated across barriers):		
1. Low school performance/low grades/low GPA		
2. School dropouts/truancies		
3. Runaways		
4. Other (Specify)		
<b>II. SERVICES PROVIDED</b>	Male	Female
1. Counseling (including short-term/informal and/or professional)		
2. Career planning and post-high school educational assistance for financial aid, school site visits, etc.		
3. Tutoring		
4. Mentoring		
5. Cultural activities		
6. Employment (resume writing, job placement, internship, etc.)		
7. Recreational activities (arts, sports, etc.)		
8. Other (Specify)		

## Attachment 10

State of Wisconsin\Department of Workforce Development  
Bureau of Migrant, Refugee and Labor Services

### Projected Outcomes for Youth Program for CY 2006

Agency

Agency	Increase School Attendance	Increase GPA	Job Placement (F/T or P/T)		Enter College	TOTAL (CY 2005)
			FT	PT		
Diversity Resource Network/ADVOCAP						
Sheboygan MAA						
URS/Madison						
Wausau MAA						
WWRN						
TOTAL						

Please determine the total program outcomes for your agency based on the dollar amount allocated to the program and distribute those outcomes into the various outcome categories above. The "cost per outcome" is \$430. For example, if ADVOCAP has a \$25,000 Youth Program budget, the total program outcomes would be:

$$\$25,000/\$430 = 58.$$

## Attachment 11

State of Wisconsin\Department of Workforce Development  
Bureau of Migrant, Refugee and Labor Services

### Projected Goals for Mental Health Services for CY 2006

Agency

<b>I. Total Caseload</b>	<b>Total Served in first year of program</b>	<b>Total Served in 2005</b>	<b>Projected Number to be served in 2006</b>
<b>A. Total Cases (unduplicated- but including torture survivors)</b>			
<b>B. Survivors of Torture (if any)</b>			

<b>II. Services Provided</b>	<b>Total Served in 2005</b>		<b>Total To Be Served in CY 2006</b>
	<b>Male</b>	<b>Female</b>	
A. Assessment/Case Management			
B. Ongoing Treatment & Intervention			
C. Referrals to Other Resources			

In the past, the average cost per client was \$580 when projecting a caseload. For example, an agency with a budget of \$24,882, should project a minimum caseload of at least 43 clients (\$24,882 divide by \$580 = 43 clients).

**Attachment 12**

State of Wisconsin\Department of Workforce Development  
Bureau of Migrant, Refugee and Labor Services

**Projected Goals for Older Refugee Program for CY 2006**

Agency

SERVICE CATEGORIES	GOALS	OUTCOMES
A. Case Management Services (indicate your total active caseload _____)		
B. Citizenship Assistance  1. Unduplicated Individuals Served 2. Number of Workshops	  1. 2.	# Obtained Citizenship  1. 2.
C. English as Second Language Classes  1. Unduplicated Individuals Served 2. Number of Classes	  1. 2.	# Advancing a Level  1. 2.
D. Medical Translation (encounters)		
E. Social Service Translation (encounters)		
F. Transportation (encounters)		
G. Other (specify)		

**Attachment 13**

State of Wisconsin\Department of Workforce Development  
Bureau of Migrant, Refugee and Labor Services

**REFUGEE PREVENTIVE HEALTH PROGRAM  
PROJECTED GOALS FOR CY 2006**

Agency

<b>SERVICES PROVIDED</b>	<b>Projected Number of Individuals To Be Served This Year</b>
Bilingual Outreach/Educational Services	
Health Interpretation	
Assistance for Immunizations	
Projected Topics of Health Education Workshops	Number of Workshops To Be Offered This Year
Projected Topics of In-Service Trainings	Number of In-Services To Be Offered This Year

## Attachment 14

### State of Wisconsin\Department of Workforce Development Bureau of Migrant, Refugee and Labor Services

## PROGRAMS IN CHAPTER 49 WISCONSIN STATUTES

s. 49.124 Food Stamp Administration	ss. 49.141~49.161 Wisconsin Works
s. 49.19 Aid to Families with Dependent Children	s. 49.22 Child & Spousal Support
s. 49.45 Medical Assistance	s. 49.665 Badger Care
s. 49.77 Supplemental Payments	

## CONFIDENTIALITY PROVISIONS CONTAINED IN CHAPTER 49

### 49.32 (9) Monthly Reports of Recipients of Aid to Families with Dependent Children

*[ this provision also includes W-2 ]*

(a) Each county department under s. 46.215, 46.22 or 46.23 administering aid to families with dependent children shall maintain a monthly report at its office showing the names of all persons receiving AFDC together with the amount paid during the preceding month. Each Wisconsin works agency administering Wisconsin works under ss. 49.141 to 49.161 shall maintain a monthly report at its office showing the names of all persons receiving benefits under s. 49.148 together with the amount paid during the preceding month. Nothing in the paragraph shall be construed to authorize or require the disclosure in the report of any information (names, amounts of aid or otherwise) pertaining to adoptions, or aid furnished for the care of children in foster homes or treatment foster homes under s. 46.261 or 49.19(10).

(b) The report under par. (a) shall be open to public inspection at all times during regular office hours and may be destroyed after the next succeeding report becomes available. Any person except any public officer, seeking permission to inspect such report shall be required to prove his or her identity and to sign a statement setting forth his or her address and the reasons for making the request and indicating that he or she understands the provisions of par. (c) with respect to the use of the information obtained. The use of a fictitious name is a violation of this section. Within 7 days after the record is inspected, or on the next regularly scheduled communication with that person, whichever is sooner, the county department or Wisconsin works agency shall notify each person making such inspection. County departments under ss. 46.215, 46.22 and 46.23 administering AFDC and Wisconsin works agencies administering Wisconsin works under ss. 49.141 to 49.161 may withhold the right to inspect the name of and amount paid to recipients from private individuals who are not inspecting this information for purposes related to public, educational, organizational, governmental or research purposes until the person whose record is to be inspected is notified by the county department or Wisconsin works agency, but in no case may the county department or Wisconsin works agency withhold this information for more than 5 working days. The county department or Wisconsin works agency shall keep a record of such requests. The record shall indicate the name, address, employer and telephone number of the person making the request. If the person refuses to provide his or her names, address, employer and telephone number, the request to inspect this information may be denied.

(c) It is unlawful to use any information obtained through access to such report for political or commercial purposes. The violation of this provision is punishable upon conviction as provided in s. 49.83.

### 49.32 (10) Release of information to Law Enforcement Officers

(a) Each county department under s. 46.215, 46.22 or 46.23 may release the current address of a recipient of food stamps or of aid under s. 49.19, and each Wisconsin works agency may release the current address of a participant in Wisconsin works under ss. 49.141 or 49.161 or, if administering the food stamp program, of a food stamp recipient, to a law enforcement officer if the officer meets all of the following conditions:

1. The officer provides, in writing, the name of the recipient or participant.
2. The officer satisfactorily demonstrates, in writing, all of the following:
  - a. That the recipient or participant is a fugitive felon under 42 USC 608 (a) (9), is violating a condition of probation, extended supervision or parole imposed under state or federal law or has information that is necessary for the officer to conduct the official duties of the officer.
  - b. That the location or apprehension of the recipient or participant under subd. 2. a. is within the official duties of the officer.
  - c. The officer is making the request in the proper exercise of his or her duties under subd. 2. b.

(b) If a law enforcement officer believes, on reasonable grounds, that a warrant has been issued and is outstanding for the arrest of a Wisconsin works participant, the law enforcement officer may request that a law enforcement officer be notified when the participant appears to obtain his or her benefits under the Wisconsin works program. At the request of a law enforcement officer under this paragraph, an employee of a Wisconsin works agency who disburses benefits may notify a law enforcement officer when the participant appears to obtain Wisconsin works benefits.

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## Attachment 14, page 2

### State of Wisconsin\Department of Workforce Development Bureau of Migrant, Refugee and Labor Services

## PROGRAMS IN CHAPTER 49 WISCONSIN STATUTES

### CONFIDENTIALITY PROVISIONS CONTAINED IN CHAPTER 49

#### 49.32 (10m) Release of Addresses of Recipients Involved in Legal Proceedings

(a) A county department, relief agency under s. 49.01(3m) or Wisconsin works agency shall, upon request, and after providing the notice to the recipient required by the paragraph, release the current address of a recipient of relief under s. 49.01 (3), aid to families with dependent children or benefits under s. 49.148 to a person, the person's attorney or an employee or agency of that attorney, if the person is a party to a legal action or proceeding in which the recipient is a party or a witness, unless the person is a respondent in an action commenced by the recipient under s. 813.12, 813.122, 813.123, 813.125 or 813.127, the county department, relief agency, Wisconsin works agency may not release the current address of the recipient. No county department, relief agency or Wisconsin works agency may release an address under the paragraph until 21 days after the address has been requested. A person requesting an address under this paragraph shall be required to prove his or her identity and his or her participation as a party in a legal action or proceeding in which the recipient is a party or a witness by presenting a copy of the pleading or copy of the subpoena for the witness. The person shall also be required to sign a statement setting forth his or her name, address and the reasons for making the request and indicating that he or she understands the provisions of par. (b) with respect to the use of the information obtained. The statement shall be made on a form prescribed by the department and shall be sworn and notarized. Within 7 days after an address has been requested under this paragraph, the county department, relief agency or Wisconsin works agency shall mail to each recipient whose address has been requested a notification of that fact on a form prescribed by the department. The shall also include the date on which the address was requested, the name and address of the person who requested the disclosure of the address, the reason that the address was requested and a statement that the address will be released to the person who requested the address no sooner than 21 days after the date on which the request for the address was made. County departments, relief agencies and Wisconsin works agencies shall keep a record of each request for an address under this paragraph.

(b) No person may use an address obtained under this subsection for a purpose that is not connected with the legal action or proceeding to which the person requesting the address is a party. No person may use an address obtained under this subsection for political or commercial purposes. No person may request an address under par. (a) using a fictitious name. Any person who violates this paragraph is subject to the penalties under s. 49.83.

#### 49.81 Public assistance recipients' bill of rights

The department of health and family services, the department of workforce development and all public assistance and relief-granting agencies shall respect rights for recipients of public assistance. The rights shall include all rights guaranteed by the U.S. constitution and the constitution of this state, and in addition shall include:

- (1) The right to be treated with respect by state agents.
- (2) The right to confidentiality of agency records and files on the recipient. Nothing in the subsection shall prohibit the use of such records for auditing or accounting purposes or, to the extent permitted under federal law, for the purposes of locating persons, or the assets or persons, who have failed to file tax returns, who have underreported their taxable income or who are delinquent taxpayers, identifying fraudulent tax returns or providing information for tax-related prosecutions.
- (3) The right to access to agency records and files relating the recipient, except that the agency may withhold information obtained under a promise of confidentiality.
- (4) The right to a speedy determination of the recipient's status or eligibility for public assistance, to notice of any proposed change in such status or eligibility, and, in the case of assistance granted under s. 49.19, 49.46, 49.468 or 49.47, to a speedy appeals process for resolving contested determinations.

#### 49.83 Limitation on giving information

Except as provided under s. 49.32(9), (10) and (10m), no person may use or disclose information concerning applicants and recipients of relief funded by a relief block grant, aid to families with dependent children, Wisconsin Works under ss. 49.141 to 49.161, social services, child and spousal support and establishment of paternity services under s. 49.22 or supplemental payments under s. 49.77 for any purpose not connected with the administration of the programs. Any person violating this section may be fined not less than \$25 nor more than \$500 or imprisoned in the county jail not less than 10 days nor more than one year or both.